



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1500.5
Effective Date: September 19, 2006
Expiration Date: September 19, 2011**

**Responsible Office: Capital Assets Management, Center
Operations Directorate**

SUBJECT: Approval Authorities for Signs and Directory Boards

1. POLICY

It is Langley Research Center policy that the approval authority and responsibilities for obtaining exterior and interior signs and directory boards be as follows:

- a. The Center Master Planner, Capital Assets Management (CAM)

Approval of design concept, location, and removal of exterior signs, except official traffic control, handicapped parking, and temporary signs (see below for these authorities); and overall management of unified exterior signage system.

- b. Environmental Management, Center Operations Directorate (COD)

Approval of national standard environmental signs (exterior and interior).

- c. Safety and Mission Assurance Office (SMAO)

Approval of national standard safety signs (exterior and interior).

- d. Security and Program Protection Services, COD

Approval of traffic control signs – temporary or permanent.

- e. Office of Strategic Communications and Education

Approval of temporary special events signs.

- f. Accessibility Integration Manager, CAM

Approval of location of handicapped parking and entrance access signs.

- g. Facility Coordinators

Approval of directory boards and letters.

h. Data Analysis and Imaging Branch, Systems Engineering Directorate

Consultation, as required, on graphics standards application to exterior and interior signs (this consultation is normally obtained by approval authorities, not initiators).

2. APPLICABILITY

This Langley policy directive (LAPD) is applicable to Langley Research Center employees.

3. AUTHORITY

NPD 8810.2, "Master Planning for Real Property."

4. REFERENCE

NPR 8810.1, "Master Planning Procedural Requirements."

5. RESPONSIBILITY

The officials who are the authorities under paragraph 1 of this LAPD will ensure that feedback is provided to keep the Center Director/Director, Center Operations Directorate, through official channels, fully and currently informed of significant actions, problems, or other matters of substance related to the exercise of authority delegated hereunder.

6. DELEGATION OF AUTHORITY

As provided to the designated authorities under paragraph 1 of this LAPD.

7. MEASUREMENTS

N/A

8. CANCELLATION

LAPD 1500.5, dated October 5, 2004.

Original signed on file

Lesa B. Roe
Director